CALIFORNIA EMERGENCY MANAGEMENT AGENCY

COORDINATOR (LAW ENFORCEMENT), OES SENIOR COORDINATOR (LAW ENFORCEMENT), OES

SUPPLEMENTAL APPLICATION 80EAA

Name:				
		(Printed)		
Address:				
	(Number)	(Street)		
(City)			(State)	(Zip)
YOUR EXA	T SUBMIT YOUR COMP MINATION AND/OR EN O RECEIVE A SCORE IN	MPLOYMENT APPLICA		
	SUBMIT I	BY MAIL OR IN PERSO	N TO:	
	Huma	Emergency Management An Resources - Examination 650 Schriever Avenue Mather, CA 95655	0 ,	
NOTE: Original NOTE:	ginal signatures are require on.	d; therefore, faxed applica	tion packages w	ill not be accepted
application	der penalty of perjury that is true and correct. I furt may result in my disqualif	her understand that any	false, incomplet	
Signature:			Date:	

INSTRUCTIONS

The Coordinator (Law Enforcement) and Senior Coordinator (Law Enforcement) examinations consist of the attached Supplemental Application, which will be used to evaluate your education, training, experience, and familiarity with or understanding of various job related subject areas.

The Supplemental Application is weighted 100% and will be used to determine your final score and rank for one or both examinations. It is important that you fill out the evaluation completely and accurately. YOUR RESPONSES ARE SUBJECT TO VERIFICATION.

If you are applying for Coordinator (Law Enforcement) only, complete questions 1-13.

If you are applying for Senior Coordinator (Law Enforcement) complete questions 1-17.

Candidates receiving a successful score on the examinations will be placed on the employment lists and may be considered for an employment interview for an existing position or future vacancies with the California Emergency Management Agency. Successful candidates will have 12 months of eligibility on the employment list.

Examination results will be mailed to you in approximately 2-4 weeks.

COORDINATOR (LAW ENFORCEMENT), OES SENIOR COORDINATOR (LAW ENFORCEMENT), OES

Please mark the appropriate box for all items

SECTION 1 – EXPERIENCE

	4 or more yrs. experience $2\frac{1}{2}$ to 4 yrs. experience			
	$\frac{1 \text{ to } 2\frac{1}{2} \text{ yrs. experience}}{0-12 \text{ mos. experience}}$	1		
1.	Please indicate the amount of experience you have directing a program, with major emphasis toward: A. Law Enforcement Emergency Management B. Mutual Aid Program C. Training			
2.	Please indicate the amount of experience you have: A. Responding to the most sensitive and difficult inquiries B. Evaluating performance C. Setting and adjusting priorities D. Preparing and providing law enforcement training			
3.	Please indicate the amount of experience you have in: A. Presenting ideas and information to local law enforcement agencies B. Establishing performance standards and expectations for duties and			
	tasks C. Developing good working relationships with staff D. Mentoring employees to ensure a positive attitude toward their assignments			
4.	Please indicate the amount of experience you have: A. Demonstrating initiative, creativity and flexibility B. Making decisions C. Communicating with people			
5.	Please indicate the amount of experience you have: A. Supervising a group of officers (at least 10) B. Working as a leader over projects C. Coordinating the work of others			
6.	Please indicate the amount of experience you have: A. Developing Instructional Lesson Plans B. Analyzing situations and taking effective actions			
7.	Please indicate the amount of experience you have assisting management in meeting goals and objectives.			

SE(SECTION 1 EXPERIENCE (Continued)						
	4 or more yrs. experience	ce			_		
	$2\frac{1}{2}$ to 4 yrs. experience						
	1 to $2\frac{1}{2}$ yrs. experience						
	0-12 mos. experience						
8.	Please indicate the amount of experience you have:		İ				
	A. Reviewing analytical studies and surveys						
	B. Formulating policies and procedures						
	C. Making recommendations						
	Please indicate the amount of supervisory experience you have at the rank of Sergeant or above performing the following duties: A. Informing employees what conduct is expected of them B. Setting reasonable work objectives for employees C. Creating a favorable working atmosphere D. Establishing and maintaining open communications E. Providing regular feedback regarding job performance F. Providing adequate training and staff development G. Setting a good example H. Monitoring and evaluating employee's performance I. Resolving conflicts quickly						
10.	Please indicate the amount of experience you have: A. Supervising 10 or more officers B. Reporting directly to a person in top management						
11.	Please indicate the amount of experience you have: A. Delegating work assignments B. Adjusting and approving work schedules						
SEC	CTION 2 – EDUCATION						
	More than 5 years 4 to 5 years 3 to 4 years 2 years Education above the 12 th grade:	rs					
SECTION 3 – TRAINING							
<u>512(</u>	4 or more years						
	3 years 2 years 1 year	1					
13.	Training in Law Enforcement / Emergency Management:						

IF YOU ARE APPLYING FOR THE SENIOR COORDINATOR PLEASE CONTINUE AND ANSWER SECTIONS 4 & 5

<u>SECTION 4 – EXPERIENCE – SR. COORDINATOR</u> 4 or more yrs. experience 2½ to 4 yrs. experience 1 to 2½ yrs. experience 0-12 mos. experience 14. Please indicate the amount of experience you have in: A. Preparing duty statements or job descriptions B. Recruiting and hiring staff C. Conducting staff evaluations D. Promoting staff E. Developing staff training plans F. OES law enforcement coordination

SECTION 5 - KNOWLEDGE - SR. COORDINATOR

G. Rank of Captain or equivalent in a law enforcement agency

	Extensive Know	Extensive Knowledge			_
	Working Know	edge			
	Some Knowledg	ge	_		
	No Knowledge	_			
15.	Please indicate your knowledge of: A. The budget process B. The legislative process C. Law enforcement mutual aid system & process				
16.	Please indicate your knowledge of: A. The Employee Assistance Program B. The disciplinary process (preventative, corrective, adverse actions)				
17.	Please indicate your knowledge of: A. Budgeting B. Personnel C. Law enforcement D. Emergency management				